

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AETC INSTRUCTION 32-7001**

**21 DECEMBER 2001**

**Civil Engineering**

**AETC AFFIRMATIVE PROCUREMENT  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AETC/CEVQ (Mr R. Chabot)

Certified by: HQ AETC/CEV (Col P. Fink)

Pages: 24

Distribution: F

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This instruction implements AFD 32-70, *Environmental Quality*. It describes and prescribes the applicability, responsibilities, and requirements of the AETC Affirmative Procurement Program, which applies to all products purchased by continental United States (CONUS) installations as well as those purchased in the US for shipment overseas. This instruction carries out the tenants of Section 6002 of the Resource Conservation and Recovery Act (RCRA), Title 40, Code of Federal Regulations (CFR), Part 247; Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*; the *Federal Acquisition Regulation* (FAR), Part 23 (Environment, Conservation, Occupational Safety, and Drug-Free Workplace); DoDI 4715.4, *Pollution Prevention*; AFI 32-7080, *Pollution Prevention Program*; and HQ USAF/ILEV and SAF/AQC Joint Policy Memorandum, 31 May 2000, *Air Force Affirmative Procurement Program*.

This instruction does not apply to the Air National Guard or Air Force Reserve Command. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). See [Attachment 1](#) for a glossary of references and supporting information.

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**1. Program Requirements.** Requirements for the AETC Affirmative Procurement Program, derived from federal, EO, DoD, and Air Force policy, are as follows:

**1.1. RCRA (Section 6002).** This act requires all federal agencies to establish an affirmative procurement program to give preference in the acquisition process to products and practices that conserve and protect natural resources and the environment. RCRA program elements and exceptions are as follows:

**1.1.1. RCRA Program Elements.** At a minimum, the affirmative procurement program will contain the following four elements:

**1.1.1.1. Preference Program.** This element will be designed to show that an installation has a preference for products containing recycled materials that meet the standards for recycled-content established by the Environmental Protection Agency (EPA). The preference program will target installation employees, contractors, and potential vendors through formal policy statements, action plans, and contract language. **NOTE:** In this instruction, the terms “recycled content” and “recovered material” are used interchangeably.

**1.1.1.2. Promotion Program.** This element will encourage employees, contractors, and potential vendors to adhere to the requirements of the affirmative procurement program.

**1.1.1.3. Vendor Certification.** This element will require vendors to certify their products meet EPA requirements and to provide data on recycled-content material use.

**1.1.1.4. Annual Monitoring and Review.** This element will require the installation to review and evaluate the effectiveness of their affirmative procurement program every year. The Inspector General will provide oversight to ensure the installation follows the annual monitoring and review program in accordance with the affirmative procurement plan (APP). See paragraph 3. of this instruction for further information about the APP.

**1.1.2. RCRA Exemptions:**

1.1.2.1. The RCRA requires agencies to procure designated items composed of the highest percentage of recovered materials practicable, with the exemptions shown in paragraphs 1.1.2.1.1. through 1.1.2.1.4. The decision not to procure comprehensive procurement guidelines (CPG) items that meet EPA standards will be determined by the procuring agency, based on a written determination that such items:

1.1.2.1.1. Are not available within a reasonable period of time, or

1.1.2.1.2. Fail to meet the performance standards set forth in applicable specifications or fail to meet reasonable performance standards of the procuring agency, or

1.1.2.1.3. Are not available from a sufficient number of sources to maintain a satisfactory level of competition (that is, available from two or more sources), or

1.1.2.1.4. Are available only at an unreasonable price. For Air Force purposes, “unreasonable price” is defined as follows: If the cost of the recycled-content product exceeds the cost of a nonrecycled item, it is considered unreasonable (from *Guide to Green Purchasing: The US Air Force Affirmative Procurement Program*, Air Force Center for Environmental Excellence (AFCEE), Brooks Air Force Base, Texas).

1.1.2.2. An exemption may be claimed if one or more of the criteria in paragraphs 1.1.2.1.1.

through [1.1.2.1.4](#). are met. A written determination by the contracting officer is required for all exempt purchases exceeding \$2,500. (Use AETC Form 51, **Recovered Materials Exemption**.) Although a written determination is not required for purchases less than \$2,500, it is still a requirement to purchase recycled content products for EPA CPG items.

**1.2. EO 13101.** This EO directs federal agencies to purchase recycled and environmentally preferable products and services. It also directs federal agencies to implement affirmative procurement programs for EPA CPGs. See paragraph [6](#). of this instruction for information about CPG items.

**1.3. FAR (Part 23).** This part of the FAR includes acquisition policies and procedures supporting the government's program for protecting and improving the quality of the environment through pollution control, energy conservation, identification of hazardous material, and use of recovered materials.

**1.4. DoDI 4715.4.** This publication calls for the establishment of an affirmative procurement program in accordance with the RCRA, EO 12873 (superseded by EO 13101), and FAR.

**1.5. AFI 32-7080.** This instruction requires each installation to implement an affirmative procurement program. The AFI provides for flexibility in designing the program as long as it meets RCRA, FAR, and DoD requirements.

**1.6. HQ USAF/ILEV and SAF/AQC Joint Policy Memorandum.** This memorandum requires the support of the Air Force Affirmative Procurement Program with a team approach as follows:

1.6.1. An affirmative procurement team (APT), as prescribed in paragraph [2](#). of this instruction and AFI 32-7080, should develop an APP to describe the team's strategy for executing the program.

1.6.2. The APP must address each of the four program elements required by the RCRA (as indicated in paragraph 1.2.1 of this instruction). Also, see paragraph [3](#). of this instruction for further information about the APP.

**2. Affirmative Procurement Team (APT).** This team will:

2.1. Be designated by the installation environmental protection committee (EPC) or environmental, safety, and occupational health committee (ESOHC), which will determine the APT's chair or lead.

2.2. Consist of representatives from logistics and civil engineering. (The environmental flight will represent civil engineering on the APT.) When applicable, the logistics group or operations group environmental coordinator will be a member of the APT for coordination with weapon system contractors. The APT may also include representatives from public affairs, supply, bioenvironmental engineering, logistics maintenance, civil engineering, legal, and services on an as-needed basis.

2.3. Coordinate the affirmative procurement program among affected functional areas and develop an APP for EPC or ESOHC approval. **NOTE:** See paragraph [3](#). for information about the APP.

2.4. Meet at least annually and review a sampling of government purchase and contract card purchases to evaluate the program's integrity. The number of samples should be determined by trends and findings.

**3. Affirmative Procurement Plan (APP).** Each installation APT will publish an APP. (See [Attachment 2](#) of this instruction for a sample APP.) The APP will include completion of the following AETC forms,

as applicable: (**NOTE:** These forms are available electronically on the AETC pubs and forms web site [<http://www.aetc.randolph.af.mil/im/>].)

3.1. AETC Form 47, **Recovered Materials Determination.**

3.2. AETC Form 51, **Recovered Materials Exemption.**

#### **4. Responsibilities:**

##### **4.1. Logistics:**

4.1.1. The contracting office will ensure new contracts (including contracted operations) contain applicable APP provisions. The contracting officer will complete AETC Form 51 when noncompliant items are purchased. A copy will be maintained in the contract file if a noncompliant item is procured through contracting.

4.1.2. The contracting office will include affirmative procurement in training provided to government purchase cardholders and review cardholder activities annually to ensure compliance.

4.1.3. Supply will publicize and provide appropriate Defense Logistics Agency (DLA) and Government Services Administration (GSA) catalogs containing recycled-content products. In addition, supply will ensure affirmative procurement program requirements are included in the contract or agreement for base supply centers.

4.1.4. Quality assurance evaluators (QAE) will review contractor compliance with affirmative procurement requirements, as outlined in the contract specifications.

##### **4.2. Civil Engineering:**

4.2.1. Engineering design personnel will review specifications for building materials, specify recycled-content construction products, and ensure specifications do not prohibit the use of recycled-content products that meet the required performance standards.

4.2.2. Service contract managers will review and edit contract specifications (for example, grounds maintenance and custodial contract requirements) applicable to EPA CPG items. See paragraph 6. of this instruction for information about CPG items.

4.2.3. QAEs for service and construction contracts, etc., will review contractor compliance with affirmative procurement requirements, as outlined in the contract specifications.

**4.3. Performance Management Organization (PMO).** PMO service provider performance evaluators and service provider staff for base operating support (BOS) operations will review service provider compliance with affirmative procurement requirements, as outlined in the contract specifications. In addition, they will provide documentation of annual compliance review to the PMO and contracting officer.

#### **5. Applicability:**

5.1. APP requirements apply to all base organizations that (1) prepare specifications for products, (2) procure or request procurement of products (consumers), and (3) provide support to base organizations (for example, base supply and contracting). These requirements also apply to all new contracts awarded to installation contractors and vendors. Customers processing requirements through the Automated Business Services System (ABSS) will establish internal business procedures to support

compliance with affirmative procurement requirements outlined in this publication. As a minimum, review and approval of contract specifications and completion of the required AETC Form 47 should occur prior to approval and commitment of funds in the ABSS by the unit resource advisor.

5.2. AETC Form 47, prepared by the requiring activity, must accompany all purchase requests for supply-type items. All customers will be responsible for electronically transmitting the AETC Form 47 via the ABSS or e-mail directly to the supporting contracting office.

5.3. All base organizations must be aware of and comply with affirmative procurement program requirements to include the purchase of EPA CPG items. Agencies that purchase CPG items must obtain the item with the highest percentage of recovered materials practicable—consistent with price, performance, competition, and availability and in accordance with applicable federal acquisition requirements. These purchasing requirements apply to any federal agency that purchases more than \$10,000 of any one of the CPG items. **NOTE:** This threshold is applied at the Headquarters Air Force level, not at the installation level. Therefore, because the Air Force as a whole purchases more than \$10,000 of all CPG items, each installation must comply with the requirements, no matter how much of an item is purchased.

5.4. When a function (for example, BOS) has been contracted out via an Office of Management and Budget (OMB) A-76 study, the contractor or most efficient organization (MEO) should (but is not required to) form an APT. In any case, the organization must still abide by the intent of this instruction and the requirement to adhere to the APP as established in the EOs and directives referenced in the applicable contracts and performance requirements documents (PRD).

## **6. EPA CPG Items:**

6.1. The EPA CPG program has designated eight product categories with minimum recovered content levels. The categories are (1) construction products, (2) landscaping products, (3) nonpaper office products, (4) paper and paper products, (5) park and recreation products, (6) transportation products, (7) vehicular products, and (8) miscellaneous products.

6.2. In addition, the EPA issues guidance on buying recycled-content products via recovered materials advisory notices (RMAN). These RMANs recommend recycled-content ranges for CPG items based on current information on commercially available recycled-content products. RMAN levels are updated as marketplace conditions change. See the EPA web site (<http://www.epa.gov/cpg/products.htm>) for current CPG and RMAN information.

## **7. Forms Prescribed.** AETC Forms 47 and 51.

RUSSELL L. GILBERT, Colonel, USAF  
The Civil Engineer

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*

Federal Acquisition Streamlining Act (Public Law 103-355)

Resource Conservation and Recovery Act (RCRA), Section 6002, Title 40, Code of Federal Regulations (CFR), Part 247

*Federal Acquisition Regulation*

DoDI 4715.4; *Pollution Prevention*

AFPD 32-70, *Environmental Quality*

AFI 32-7080, *Pollution Prevention Program*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

HQ USAF/ILEV and SAF/AQC Joint Policy Memorandum, 31 May 2000, *Air Force Affirmative Procurement Program*

*Guide to Green Purchasing: The US Air Force Affirmative Procurement Program*, Air Force Center for Environmental Excellence (AFCEE), Brooks Air Force Base, Texas  
(<http://www.afcee.brooks.af.mil/ep/ap/gg/default.asp>)

Engineering Technical Letter 00-1, *EPA Guideline Items in Construction and Other Civil Engineering Specifications* (<http://www.afcesa.af.mil/Publications/ETLs/default.html>)

***Abbreviations and Acronyms***

**ABSS**—Automated Business Services System

**AFCEE**—Air Force Center for Environmental Excellence

**APP**—affirmative procurement plan

**APT**—affirmative procurement team

**BOS**—base operating support

**CFR**—Code of Federal Regulations

**CONUS**—continental United States

**CPG**—comprehensive procurement guideline

**DLA**—Defense Logistics Agency

**EO**—executive order

**EPA**—Environmental Protection Agency

**EPC**—environmental protection committee

**ESOHC**—environmental, safety, and occupational health committee

**FAR**—Federal Acquisition Regulation

**GSA**—Government Services Administration

**MEO**—most efficient organization

**OMB**—Office of Management and Budget

**PMO**—performance management organization

**PRD**—performance requirements document

**QAE**—quality assurance evaluator

**RCRA**—Resource Conservation and Recovery Act

**RMAN**—recovered materials advisory notice



**Attachment 2****SAMPLE AFFIRMATIVE PROCUREMENT PLAN (APP)****AFFIRMATIVE PROCUREMENT PLAN****FOR****Xxxxx Air Force Base**

**NOTE:** [This document is a sample plan for implementing the affirmative procurement program required by the RCRA, EO 13101, and Air Force requirements. It may be modified by individual bases to fit specific needs and/or programs. The appendix contains affirmative procurement references and sample documents (forms and a memorandum) for use by the base as part of the programs. Each base should consider expanding the scope of its affirmative procurement program to include optional state and local programs specific to the local area. Specific state program information may be found on the DoD and state pollution prevention partnership web pages hosted by the Air Force Center for Environmental Excellence (AFCEE) regional environmental offices, which can be accessed through the AFCEE web page (<http://www.afcee.brooks.af.mil/dirmenu.asp>).]

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## 1. Requirements:

1.1. Section 6002 of the Resource Conservation and Recovery Act (RCRA) requires all federal agencies to give preference in the acquisition process to products and practices that conserve and protect natural resources and the environment. In addition, the RCRA requires each procuring agency that purchases items designated by the Environmental Protection Agency (EPA) to establish an affirmative procurement program. (See paragraph 9 for elements of this program.) These regulations are codified in Title 40 Code of Federal Regulations (CFR), Part 247, *Comprehensive Procurement Guideline for Products Containing Recovered Materials*. The RCRA also requires EPA to designate products that can be made with recovered materials and to recommend practices for buying these products. **NOTE:** Contracting procedures implementing the RCRA are found in Part 23 of the *Federal Acquisition Regulation* (FAR).

1.2. Executive Order (EO) 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*, directs all federal agencies to purchase recycled and environmentally preferable products and services and to implement affirmative procurement programs for EPA comprehensive procurement guidelines (CPG) items. The stated purpose of the affirmative procurement program is to stimulate the market for recovered materials.

1.3. *Federal Acquisition Regulation* (FAR), Part 23, includes acquisition policies and procedures supporting the Government's program for protecting and improving the quality of the environment through pollution control, energy conservation, identification of hazardous material, and use of recovered materials.

1.4. DoDI 4715.4, *Pollution Prevention*, calls for affirmative procurement program establishment in accordance with the RCRA and EO 12873 (currently EO 13101).

1.5. AFI 32-7080, *Pollution Prevention Program*, requires each installation to implement an affirmative procurement program. This AFI provides for flexibility in designing this program as long as it meets the RCRA and DoD requirements.

## 2. Affirmative Procurement Team (APT) Responsibilities:

2.1. The Xxxxx Air Force Base Environmental Protection Committee (EPC) or Environmental, Safety, and Occupational Health Committee (ESOHC) will designate an affirmative procurement team (APT).

2.2. At a minimum, the APT will consist of representatives from logistics and the civil engineering environmental flight.

2.3. The APT will develop an affirmative procurement program in accordance with RCRA 6002 (40 CFR 247), EO 13101, and Air Force requirements, to be coordinated among affected functional areas. This program will meet the RCRA's four elements (that is, a preference program, a promotion program, a vendor certification program, and an annual monitoring and review program).

2.4. Functional and local organizational commanders will designate the APT membership in writing. The APT organizational membership list will be included in the affirmative procurement plan (APP) as an appendix which will be updated annually.

### 3. Logistics Responsibilities:

3.1. The Xxxxx Air Force Base contracting office and the Xxxxx Air Force Base requiring activities will ensure appropriate new contracts (including contracted operations) contain affirmative procurement program provisions. Contracting offices will support base pollution prevention goals by acquiring compliant products for their customers (requiring activities) when EPA CPG items are specified in purchase requests. Engineering Technical Letter 00-1, *EPA Guideline Items in Construction and Other Civil Engineering Specifications* (at <http://www.afcesa.af.mil/Publications/ETLs/default.html>), requires Air Force civil engineer specifications to include EPA CPG items unless an exemption applies. (See Section 6.1, Exemptions.)

3.2. The contracting officer will complete AETC Form 51, **Recovered Materials Certification**, when noncompliant items are purchased. (See Section 6.1, Exemptions.) A copy of the approved determination will be maintained in the contract file if a noncompliant item is procured through contracting. A sample of AETC Form 51 is shown in the appendix to this plan.

3.3. Contracting offices will provide affirmative procurement training to government purchase cardholders and will review cardholder activities annually to ensure compliance. A sample memorandum addressed to government purchase cardholders, is included in the appendix to this plan.

3.4. Supply personnel will assist in advocating the use of recycled-content items by publicizing reference guides indicating the availability of APP items procured and stocked by appropriated sources. Supply personnel will also participate in educating customers on the APP requirements through a customer training program. The supply office will publicize and provide catalogs that identify recycled-content products.

3.5. Installation supply functions will ensure the affirmative procurement requirements are included in the contract or agreement for supply functional centers.

3.6. QAEs will review contractor compliance with affirmative procurement requirements, as outlined in the contract specifications.

### 4. Civil Engineering Responsibilities:

4.1. Engineering design personnel will review specifications for building materials, specify recycled-content construction products as defined in this plan, and ensure specifications do not prohibit the use of recycled-content products that meet the required performance standards.

4.2. Service contract managers will review and edit contract specifications (for example, grounds maintenance and custodial contract requirements) applicable to EPA CPG items.

4.3. Quality assurance evaluators (QAE) for service and construction contracts will review contractor compliance with affirmative procurement requirements, as outlined in the contract specifications.

### 5. Base Organization Responsibilities:

5.1. Performance management organization (PMO) service provider performance evaluators and service provider staff for base operating support (BOS) operations will review service provider compliance with affirmative procurement requirements (as outlined in the contract specifications) and provide documentation of annual compliance review to the PMO and contracting officer.

5.2. Base organizations will ensure contract specifications, work statements, or performance requirement documents; facility requirements; and military construction projects include the affirmative procurements requirements, such as (but not limited to) FAR 23.704, 36.602-1, and 36.601-3. Specific details can be found in the November 1999 Air Force Guide to Green Purchasing.

5.3. All recycled content items acquired under the affirmative procurement program should be recycled to the maximum extent practicable in accordance with AFI 32-7080, *Pollution Prevention Program*; AFI 32-7042, *Solid and Hazardous Waste Compliance*; and local base guidance and programs.

5.4. The affirmative procurement program is the initial phase of the pollution prevention and solid waste reduction programs identified in AFI 32-7042 and AFI 32-7080. The purchase of recycled content products is the incentive that the private market sector needs to produce and provide products with recycled content and continue to acquire the used recycled materials that our bases are recovering and sending out for sale as a raw material.

5.5. Closed-loop contracts and sources of supply will be identified and used whenever possible because these type of programs are the most effective way to reduce and eliminate solid or hazardous waste streams. Closed-loop contracts or sources of supply are an effective way to reduce solid or hazardous waste, since they are accepting your waste materials and providing new products that incorporate used materials from your waste stream. Effectively a waste stream has been eliminated and a product is being used that incorporates recycled content materials. Construction projects can use demolition project debris as part of their construction materials, especially in the concrete materials, and should be incorporated as part of any facility project involving facility replacement on the same site. See Air Force Center for Environmental Excellence (AFCEE) guidance materials and links for further information.

## **6. Applicability:**

6.1. The requirements of this APP are applicable to all Xxxxx Air Force Base organizations that (1) prepare specifications for products, (2) procure or request procurement of products (consumers), and (3) provide support to base organizations (for example, base supply and contracting). These procedures also apply to new contracts awarded by Xxxxx Air Force Base to applicable contractors and vendors. All base organizations have the responsibility to be aware of and compliant with the affirmative procurement requirements and to purchase EPA CPG items.

6.2. Customers processing requirements through the Automated Business Services System (ABSS) will establish internal business procedures to support compliance with affirmative procurement requirements outlined in this publication. As a minimum, review and approval of contract specifications and completion of the required AETC Form 47 should occur prior to approval and commitment of funds in the ABSS by the unit resource advisor.

6.3. AETC Form 47, prepared by the requiring activity, must accompany all purchase requests for supply-type items. All customers will be responsible for electronically transmitting the AETC Form 47 via the ABSS or e-mail directly to the supporting contracting office.

6.4. Xxxxx Air Force Base organizations that purchase EPA CPG items must purchase the item with the highest percentage of recovered materials practicable, consistent with price, performance, competition, and availability. The purchasing requirements apply to any federal agency and its support contractors that purchase more than \$10,000 of any one of the CPG items. This threshold is applied at the Headquarters Air Force level, not at the installation level. Because the Air Force (as a whole) purchases more than \$10,000 of all EPA CPG items, each installation must comply with the requirements no matter how much of an item it purchases. For example, if Xxxxx Air Force Base purchases \$200 worth of EPA CPG items annually, it would still be required to meet affirmative procurement requirements because the Air Force (as a whole) purchases more than \$10,000 worth of that same EPA CPG items.

## **7. EPA CPG Items:**

7.1. The EPA designates recycled content guideline items in the comprehensive procurement guideline (CPG) at <http://www.epa.gov/cpg/products.htm>. Three CPGs (CPG, CPG II, and CPG III) have established the mandatory procurement by federal agencies of the product categories. The EPA also issues guidance on buying recycled-content products via recovered materials advisory notices (RMAN). The RMANs recommend recycled-content ranges for CPG items based on current information on commercially available recycled-content products. RMAN levels are updated as marketplace conditions change. Once a product is designated, procuring agencies are required to purchase it with the highest recovered material content level practicable.

7.2. In January 2000, the EPA designated eight product categories of items with minimum recovered content levels as follows: (**NOTE:** These product categories, including information on products, product definitions, and specifications, may be reviewed on the Internet by accessing <http://www.epa.gov/cpg/products.htm>.)

### **7.2.1. Construction Products:**

7.2.1.1. Building insulation products.

7.2.1.2. Carpet.

7.2.1.3. Carpet cushion.

7.2.1.4. Cement and concrete containing coal fly ash or ground granulated blast furnace slag.

7.2.1.5. Consolidated and reprocessed latex paint.

7.2.1.6. Floor tiles.

7.2.1.7. Flowable fill.

7.2.1.8. Laminated paperboard.

7.2.1.9. Patio blocks.

7.2.1.10. Railroad grade crossing surfaces.

7.2.1.11. Shower and restroom dividers or partitions.

7.2.1.12. Structural fiberboard.

**7.2.2. Landscaping Products:**

7.2.2.1. Garden and soaker hoses.

7.2.2.2. Hydraulic mulch.

7.2.2.3. Plastic lumber landscaping timbers and posts.

7.2.2.4. Lawn and garden edging.

7.2.2.5. Compost made from yard trimmings or food waste.

**7.2.3. Nonpaper Office Products:**

7.2.3.1. Binders, clipboards, file folders, clip portfolios, and presentation folders.

7.2.3.2. Office recycling containers.

7.2.3.3. Office waste receptacles.

7.2.3.4. Plastic desktop accessories.

7.2.3.5. Plastic envelopes.

7.2.3.6. Plastic trash bags.

7.2.3.7. Printer ribbons.

7.2.3.8. Toner cartridges.

**7.2.4. Paper and Paper Products:**

7.2.4.1. Commercial or industrial sanitary tissue products.

7.2.4.2. Miscellaneous papers.

7.2.4.3. Newsprint.

7.2.4.4. Paperboard and packaging products.

7.2.4.5. Printing and writing papers.

**7.2.5. Park and Recreation Products:**

7.2.5.1. Park benches and picnic tables.

7.2.5.2. Plastic fencing.

7.2.5.3. Playground equipment.

**7.2.5.4. Playground surfaces.**

7.2.5.5. Running tracks.

**7.2.6. Transportation Products:**

7.2.6.1. Channelizers.

7.2.6.2. Delineators.

7.2.6.3. Flexible delineators.

7.2.6.4. Traffic barricades.

7.2.6.5. Traffic cones.

**7.2.7. Vehicular Products:**

7.2.7.1. Engine coolants.

7.2.7.2. Re-refined lubricating oils.

7.2.7.3. Retread tires.

**7.2.8. Miscellaneous Products:**

7.2.8.1. Awards and plaques.

7.2.8.2. Industrial drums.

7.2.8.3. Mats.

7.2.8.4. Pallets.



7.2.8.5. Signage.

7.2.8.6. Sorbents.

7.2.8.7. Manual-grade strapping.

**8. Commercial Source Designation Materials.** Commercial source designation materials should be included as early as they can be identified. See the AFCEE Affirmative Procurement web site for other commercial material designations. The APT will amend this plan in an appendix with additional reference sources as they are identified.

**9. Affirmative Procurement Program Elements.** Section 6002 of the RCRA requires each federal agency to establish an affirmative procurement program that explains the agency's strategy for maximizing its purchase of EPA CPG items. The RCRA specifically calls for the establishment of an affirmative procurement program with the following four elements:

**9.1. Recovered Materials Preference Program.** The Xxxxx Air Force Base procuring agency, government purchase card and contractor cardholders, and all requiring activities (anyone requiring a procurement) are responsible for implementing this element. The Xxxxx Air Force Base preference program will be conducted as follows:

9.1.1. The contracting office, government purchase cardholders, and Xxxxx Air Force Base requiring activities will give preference in the procurement process to the selection of EPA CPG items. Preference will be given to products containing the highest percentage of recovered materials practicable, consistent with performance, competition, price, and availability. The EPA-recommended, minimum-recovered material content levels for the eight product categories of EPA CPG items are the required minimum-recovered material content levels for Air Force procurement of these items. (See paragraph 7.2 of this plan for a list of the eight product categories.)

9.1.2. The contracting office, government purchase cardholders, and Xxxxx Air Force Base requiring activities will review their procurement practices and eliminate those that would inhibit or prevent the use of an item containing recovered materials. Government purchase card and contractor cardholder training will be conducted by contracting and will include information about buying recycled content products (specifically, the eight product categories of items in paragraph 7.2).

9.1.3. The contracting office, and Xxxxx Air Force Base requiring activities will specifically include provisions in all construction contracts to allow for the preferred use of all listed CPG items.

9.1.4. An affirmative procurement program policy memorandum, signed by the EPC or ESOHC chairperson, will be issued. (See the appendix for a sample policy memorandum.)

**9.2. Base Promotion Program.** Xxxxx Air Force Base will promote the procurement of recycled-content products by educating base personnel and support contractors and by advertising to vendors its desire to purchase such products. The APT will establish and implement the promotion program. The Xxxxx Air Force Base APT will target base employees, contractors, and vendors and will consider all possible promotional methods. Examples include the following:

9.2.1. Periodic notifications and articles in base publications, e-mail, base web site, and/or bulletin board system.

9.2.2. Informational handouts, briefings, and training slides for base personnel to be presented at commanders call, newcomers' briefings, Earth Day activities, and other appropriate forums. Bases will forward their installation-specific briefing materials to the HQ AETC/LG-EMT Weapon System Environmental Training Program Manager for inclusion directly or as a web page link in the Air Force web-based Shop Level Pollution Prevention (P2) Training course.

9.2.3. Policy or education memorandums sent to government purchase card and contractor cardholders, explaining the base affirmative procurement program. (See a sample in the appendix to this plan.)

9.2.4. A special notation (developed by the APT), prominently displayed in any procurement solicitation or invitation to bid.

9.2.5. A statement in each specification, defining "post-consumer recovered materials" or "recovered materials," as applicable, as defined in this plan.

9.2.6. A brief statement (developed by the APT) in each synopsis of bids, describing the preference program. Such synopses will be placed in the Fed Bus Opps and/or periodicals commonly read by vendors of products containing post-consumer recovered materials.

9.2.7. Distribution of catalogs (such as GSA's *Environmental Products Guide*) to all Xxxxxx Air Force Base organizations and contractors. These catalogs list available products containing post-consumer recovered materials.

9.2.8. Discussion of the preference program at bidder conferences or similar meetings of potential bidders.

9.2.9. Announcements in recycling journals, trade magazines, and procurement publications.

### **9.3. Vendor Certification Program:**

9.3.1. Vendor certification will be obtained in accordance with FAR 23.406.

9.3.2. The affirmative procurement program must contain reasonable verification procedures for estimates and certifications as follows:

9.3.2.1. Measurement of recovered-material content should be made in accordance with standard industry practice. Contracting officers will retain vendor certifications in the contract file. This information will not be reported to higher headquarters, but will be used to verify affirmative procurement requirements are being met.

9.3.2.2. Nothing in this plan should be construed as relieving the contractor of responsibility for providing a satisfactory product.

9.3.2.3. Federal supply sources such as General Services Administration (GSA), Government Printing Office (GPO), and Defense General Supply Center (DGC) have established their own estimation, certification, and verification procedures for EPA CPG items. Therefore, base organizations that procure designated items through these supply sources are not required to conduct independent estimation, certification, and verification procedures.

**9.4. Annual Monitoring and Review Program.** This element is required by Xxxxx Air Force Base to assess the effectiveness of its APP and determine compliance with EPA's changing requirements. The EPC or ESOHC responsible for conducting this annual review has delegated this responsibility to the APT. However, ultimate responsibility for the program's success or failure lies with the EPC or ESOHC chair (usually the wing commander). Oversight to verify base compliance with annual monitoring and review program requirements will be performed by the wing inspector general. The APT will perform annual, self-initiated internal audits in conjunction with EPA RCRA inspection guidance, which includes checklists found at <http://es.epa.gov/oeca/fedfac/policy/rcra2.pdf>. The annual monitoring and review program will be presented in a report format. It will include information indicating:

9.4.1. Whether the APP program is up to date with current EPA regulations.

9.4.2. Whether the APP is current with EPA CPG item requirements.

9.4.3. Participation of base organizations with the APP.

9.4.4. Government purchase cardholders who are adhering to APP.

9.4.5. Contractors, vendors, and suppliers who are providing certifications.

9.4.6. Contractors who are providing recycled-content items as required by project specifications.

**10. RCRA Exemptions.** Exemptions will be justified in writing by the contracting officer in accordance with FAR 23.405(c), using AETC Form 51.

## **11. Specifications:**

11.1. All Xxxxx Air Force Base organizations with the responsibility for drafting or reviewing specifications for products procured by the federal government are required to review the specifications to ascertain whether recycled materials have been excluded. All specifications with exclusions will be rewritten and any statement in a specification requiring the product to be manufactured from virgin materials will be eliminated (unless performance standards would not be satisfied).

11.2. Specifications that are unnecessarily stringent for a particular end use and bear no relation to function (for example, brightness and whiteness for copier paper) will be revised (according to the agency's established review procedures) to allow for a higher use of post-consumer recovered materials. The agency should also consider revising commercial item descriptions and industry standards to ensure the use of recovered materials is allowed.

11.3. Specifications will require (1) the recycled material contained in the products to be post-consumer waste, when practical, or (2) the recycled material specified to contain the highest percentage of post-consumer waste practical. If the inclusion of recycled material to the maximum extent practical cannot be determined by the specification writer, the specification will encourage manufacturers to include recycled material to the maximum extent that will still allow the product to meet the performance standards required.

11.4. The review process will be completed at the next specification review or major procurement action. Standard specifications may be developed and inserted into contracts for designated items. EPA-recommended minimum recycled material content levels for EPA CPG items may be reviewed at <http://www.epa.gov/cpg/products.htm>.

11.5. Base organizations do not need to revise specifications to allow or require the use of post-consumer recovered materials if it can be determined that, for technical reasons, a product containing such materials will not meet reasonable performance standards. Any such determination will be documented by the drafting and reviewing agency. The determination will be based on technical performance information related to a specific item, not, for example, to a grade of paper or type of product. Agencies will reference such documentation in subsequent solicitations for the specific item in order to avoid repetition of previously documented points.

11.6. When a product containing post-consumer recovered material is produced in types and grades not previously available, (1) specifications will be revised to allow the use of such type and grade, or (2) new specifications will be developed for such type and grade. The APT will monitor new developments and use them to increase the use of post-consumer recovered materials, as appropriate.

## APPENDIX

### AFFIRMATIVE PROCUREMENT DOCUMENTS AND REFERENCES

**NOTE:** This appendix contains references and sample affirmative procurement documents for use by Xxxxx Air Force Base and its APT as part of the base's affirmative procurement program.


#### 1. Affirmative Procurement Documents:

- 1.1. AETC Form 47, **Recovered Materials Determination**. See the sample in Figure 1.
- 1.2. AETC Form 51, **Recovered Materials Exemption**. See the sample in Figure 2.
- 1.3. Policy Memorandum for Government Purchase Card and Contractor Cardholders. See the sample in Figure 3.

**2. Affirmative Procurement References.** More detailed information about the affirmative procurement program and material reference sources as well as sample program documents may be found on the following web sites:

- 2.1. AFCEE affirmative procurement: <http://www.afcee.brooks.af.mil/eq/eqhome.asp>; then select Affirmative Procurement.
- 2.2. EPA CPG items: <http://www.epa.gov/cpg/>; then select About CPG/RMAN, Products, or Background.
- 2.3. EPA environmentally preferable purchasing: <http://www.epa.gov/opptintr/epp/>.

Figure 1. Sample AETC Form 47, Recovered Materials Determination.

<b>RECOVERED MATERIALS DETERMINATION</b>	
PROCUREMENT REQUEST NUMBER <u>F7 HQCE12480101</u>	
<b>INSTRUCTIONS:</b> When purchasing supply-type items, the procurement originator will complete this form. In Section I, check off which item(s) apply to the procurement request; in Section II, check the applicable block and sign and date the form. The completed form then becomes part of the contracting office's file.	
<b>SECTION I. TYPES OF PRODUCTS</b>	
<p><b>PAPER AND PAPER PRODUCTS</b></p> <p><input type="checkbox"/> Commercial/Industry Sanitary Tissue Products</p> <p><input type="checkbox"/> Miscellaneous Papers</p> <p><input type="checkbox"/> Newsprint</p> <p><input type="checkbox"/> Paperboard and Packaging</p> <p><input type="checkbox"/> Printing and Writing Papers</p> <p><b>VEHICULAR PRODUCTS</b></p> <p><input type="checkbox"/> Re-refined Lubricating Oils</p> <p><input type="checkbox"/> Engine Coolants</p> <p><input type="checkbox"/> Retread Tires</p> <p><b>CONSTRUCTION PRODUCTS</b></p> <p><input type="checkbox"/> Building Insulation Products</p> <p><input type="checkbox"/> Carpet</p> <p><input type="checkbox"/> Carpet Cushion</p> <p><input type="checkbox"/> Cement and Concrete Containing Fly Ash or Ground Granulated Blast Furnace Slag</p> <p><input type="checkbox"/> Consolidated and Reprocessed Latex Paint</p> <p><input type="checkbox"/> Floor Tiles</p> <p><input type="checkbox"/> Flowable Fill</p> <p><input type="checkbox"/> Laminated Paperboard</p> <p><input type="checkbox"/> Patio Blocks</p> <p><input type="checkbox"/> Railroad Grade Crossing Surfaces</p> <p><input type="checkbox"/> Shower and Restroom Dividers/Partitions</p> <p><input type="checkbox"/> Structural Fiberboard</p> <p><b>TRANSPORTATION PRODUCTS</b></p> <p><input type="checkbox"/> Channelizers</p> <p><input type="checkbox"/> Delineators</p> <p><input type="checkbox"/> Flexible Delineators</p> <p><input type="checkbox"/> Traffic Barricades</p> <p><input type="checkbox"/> Traffic Cones</p>	<p><b>PARK AND RECREATION PRODUCTS</b></p> <p><input type="checkbox"/> Park Benches and Picnic Tables</p> <p><input type="checkbox"/> Plastic Fencing</p> <p><input type="checkbox"/> Playground Equipment</p> <p><input type="checkbox"/> Playground Surfaces</p> <p><input type="checkbox"/> Running Tracks</p> <p><b>LANDSCAPING PRODUCTS</b></p> <p><input type="checkbox"/> Garden and Soaker Hoses</p> <p><input type="checkbox"/> Hydraulic Mulch</p> <p><input type="checkbox"/> Plastic Lumber Landscaping Timbers and Posts</p> <p><input type="checkbox"/> Lawn and Garden Edging</p> <p><input type="checkbox"/> Compost From Yard Trimmings or Food Waste</p> <p><b>NONPAPER OFFICE PRODUCTS</b></p> <p><input type="checkbox"/> Binders, Clipboards, File Folders, Clip Portfolios, and Presentation Folders</p> <p><input type="checkbox"/> Office Recycling Containers</p> <p><input type="checkbox"/> Office Waste Receptacles</p> <p><input type="checkbox"/> Plastic Desktop Accessories</p> <p><input type="checkbox"/> Plastic Envelopes</p> <p><input type="checkbox"/> Plastic Trash Bags</p> <p><input type="checkbox"/> Printer Ribbons</p> <p><input type="checkbox"/> Toner Cartridges</p> <p><b>MISCELLANEOUS PRODUCTS</b></p> <p><input checked="" type="checkbox"/> Awards and Plaques</p> <p><input type="checkbox"/> Industrial Drums</p> <p><input type="checkbox"/> Mats</p> <p><input type="checkbox"/> Pallets</p> <p><input type="checkbox"/> Signage</p> <p><input type="checkbox"/> Sorbents</p> <p><input type="checkbox"/> Manual-grade strapping</p>
<b>SECTION II. CERTIFICATION</b>	
<p><input checked="" type="checkbox"/> I hereby certify the statement of work or specifications for the requisition of materials or services listed above complies with applicable <u>Randolph</u> AFB preference standards for recycled or recovered materials.</p> <p><input type="checkbox"/> The item being procured is not subject to _____ AFB's Affirmative Procurement Program.</p> <p><input type="checkbox"/> This item is being requisitioned from established federal supply sources.</p>	
 _____ PROCUREMENT ORIGINATOR'S SIGNATURE	<u>21 Dec 01</u> _____ DATE

AETC FORM 47, 20010901 (EF-V2)

RECOVERED MATERIALS EXEMPTION	
PROCUREMENT REQUEST NUMBER <u>F7HQCE12480101</u>	
<p>The following EPA-designated guideline item does not comply with EPA standards for recycled or recovered materials: (NOTE: A separate justification must be completed for each noncompliant item purchased as part of this procurement action.) <u>award (plague)</u></p>	
<p>I have determined that the EPA guidelines were considered and determined inapplicable, based on the following:</p>	
<input type="checkbox"/>	<p>Item is not available within a reasonable period of time.</p> <p>Date Needed _____ Date Available _____</p>
<input type="checkbox"/>	<p>Item fails to meet a performance standard in the specifications. Specifically,</p> <p>_____</p> <p>_____</p> <p>_____</p>
<input type="checkbox"/>	<p>Item is not available from two or more sources. Market research was performed by calling (insert number) _____ vendors, but only (enter name) _____ was able to supply the item.</p>
<input checked="" type="checkbox"/>	<p>Item was only available at an unreasonable price (i.e., recycled item cost more than nonrecycled item).</p> <p>Price of recycled item <u>\$10.50</u></p> <p>Price of nonrecycled item <u>\$10.00</u></p>
<p>This determination is made in accordance with FAR 23.405(c).</p>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <p style="text-align: center; margin-top: 20px;"><u>Harry J. Smith</u></p> <p style="text-align: center;">CONTRACTING OFFICER</p> </div> <div style="width: 45%; text-align: right;"> <p style="margin-top: 20px;"><u>16 Dec 01</u></p> <p>DATE</p> </div> </div>	

**Figure 3. Sample Policy Memorandum for Government Purchase Cardholders Regarding Affirmative Procurement.**

MEMORANDUM FOR \_\_\_\_\_

FROM: \_\_\_\_ CES/CEV, Xxxxx Air Force Base

SUBJECT: Affirmative Procurement and Government Purchase Card Use

1. Affirmative procurement is the purchasing of supplies and services using recycled products (that is, “green” products). The requirement stems from Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*. Xxxxx Air Force Base has established an Affirmative Procurement Plan (APP) and needs your help in complying with the EO and the plan, especially when you use the government purchase card.

2. Many products you buy now from the base store have already been identified as recycled by markings at each bin. The General Services Administration (GSA) has gone to great lengths to market products that have recycled material in them. Look in your most recent GSA catalog or any other office product catalog and you will see affirmative procurement in action.

3. We seek your partnership when buying products listed on the attachment because we are required to follow EPA recycled-content requirements for these particular products. If, for some reason, you cannot follow these requirements, it should be because the product:

3.1. Is not available within a reasonable period of time, or

3.2. Is not available from a sufficient number of sources to maintain a satisfactory level of competition, or

3.3. Does not meet appropriate performance standards, or

3.4. Is only available at an unreasonable price (it is more expensive than a similar non-recycled content item), or

3.5. May expose employees to an undue hazard.

4. This is a joint \_\_\_\_ CES/CEV (Mr./Ms. \_\_\_\_\_, phone #), \_\_\_\_ SUPS/LGSM (Mr./Ms. \_\_\_\_\_, phone #), and \_\_\_\_ CONS/LGCV (Mr./Ms. \_\_\_\_\_, phone #) memorandum. Refer any comments or questions to these individuals.

(Signature)